

PROCEDURE FOR PREPARATION : RD Instruction 1951-B.

PREPARED BY : Agency Field office employees authorized to accept collections.

NUMBER OF COPIES : Original only.

SIGNATURES REQUIRED : Person preparing the daily activity report.

DISTRIBUTION OF COPIES : Original to Operational File 1951, "Collections"

PAYMENTS WILL BE LISTED ON THE REGISTER OF COLLECTIONS IMMEDIATELY UPON RECEIPT.

1. Number of pages necessary to register all collections for this deposit.
2. Enter the date this register begins.
3. Enter amount collected on date entered at (2). If collections are less than \$1000 or \$100 cash and you elect to hold deposits until minimum is reached, you may continue the register for up to three (3) days. A deposit must be made on the third day. Draw a line under the last information entered on day entered at (2) and continue listing next day.
4. Enter second date, if no deposit made for date entered at (2).
5. Enter amount collected in date entered at (4). If total of all collections entered at (3) and (5) are less than \$1000 or \$100 cash and you elect to hold deposits until the third day, you may continue this register. A deposit must be made on the third day. Draw a line under the last information entered on date at (4) before entering information for third day.
6. Enter third date.
7. Enter amount collected on date entered at (6).
8. Enter date deposit is made and total deposit. This will equal all amounts collected and deposited. (Total of Column (13).) When a deposit is made, a new register must be started.
9. Number the accounts to be credited. The total of this count will be the figure shown in item 6 on Form RD 1951-48, "Concentration Banking Daily Activity Report."
10. Enter name and case number.
11. Enter the total amount collected for the name entered at (10).
12. Enter the fund code and loan number to be credited; use additional lines as necessary if more than one loan will receive credit from total amount collected. (Ditto marks for name if more lines are necessary.)
13. Enter amount applied to fund code and loan number entered at (12). Be sure amount applied to loan codes equals amount entered at (11).
14. Enter date borrower is to receive credit for this payment.
15. Enter check mark if payment was made by cash.
16. Enter if payment was made by check, money order, third party check. Number of items in this column will be entered in (7), Item Count, on Form RD 1951-48, "Concentration Banking Daily Activity Report" and will also be the number of item entered on the deposit slip.
17. Enter if, payment was reported to Finance Office by OCR or EDPS coupons.
18. Enter schedule number of Form RD 451-2, 1944-9 and 1980-19.
19. For local office use.

VERIFICATION OF COLUMN (13) AND AMOUNT DEPOSITED WILL BE SIGNED ON LAST PAGE BY PERSON PREPARING FORM 1951-48, "Concentration Banking Daily Activity Report."

Form is used by the County Office/District Office to report to the Finance Office daily deposit activity for the concentration banking program.

: FmIIA Instruction 1951-B

: FmHA field office employees authorized to accept collections.

: Original and one.

: None

: Original to Finance Office, copy retained in County Office/
District Office

INSTRUCTIONS FOR PREPARATION

GENERAL GUIDELINES:

NOTE: DO NOT STAPLE PAYMENT COUPONS

SPECIAL NOTES:

1. DAILY ACTIVITY REPORT (DAR) along with applicable attachments must be mailed to Finance Office daily. Also, a call to National Data Corporation (NDC) reporting this activity must be made daily.
2. A report does not need to be made to NDC if there is no activity for that day. Do not send a DAR to the Finance Office for no activity.
3. Amounts deposited as shown on the Daily Activity Reports will be checked against the bank statement received from the financial institution. These amounts will be reconciled within 10 days upon receipt of the bank statement.

PART I

ITEM

1. Enter the current date.
2. Mark the appropriate box as to whether your Treasury Limited Account (TLA) had activity or no activity. If there is TLA activity, continue filling out the form as instructed below. If there is no TLA activity, the remaining information does not have to be completed but should be kept as a record of no activity for the day.

Activity includes:

Credit Amount - funds collected, deposited and reported and/or
credit memo(s) deposit adjustment reported.
Debit Amount - negative adjustments and/or uncollectible item
reported.

3. Enter the local 5-digit FmHA office state and county or district code in the form state code, zero, county code (e.g. 24018) or state code, district code (e.g. 24601). Do not put hyphens or spaces in this number.
4. Enter the state name.
5. Enter the county/district office location.
6. Enter the date of deposit.
7. Enter the date of call to National Data Corporation (NDC). (The date of deposit and the date of NDC call should be the same date.)
8. Enter line item count for total number of loans to be credited (as reflected on the Forms FmHA 451-2, 1944-9, BESM and the total number of payment cards and payment coupons used).
9. Enter the total amount of funds deposited in the "credits" column and the item count of total number of checks or money orders received.

Any loan checks, loan cost checks or Rental Assistance checks which are being cancelled will also be reported in these columns. (Do not include those payments received after the funds have been deposited. Those payments will be included in the following day's activity.)

10. Enter the total amount and number of credit memos received from the financial institution in the "credits" column.
11. Enter the total amount and number of debit memos (deposit adjustments) received from the financial institutions in the "debits" column. Do not include number of debit memos for returned/uncollectible items in this block.

12. Enter the total amount and number of debit memos (returned or uncollectible items) from the financial institution in the "debits" column.
- 13a. Enter the total dollar amount of credits (sum of lines 9 and 10 "Dollar Amount").
- 13b. Enter the total dollar amount of debits (sum of lines 11 and 12 "Dollar Amount").
- 13c. Enter the total number of check and money orders deposited (line 9 "Item Count").
- 13d. Enter the total number of adjusting entries (sum of lines 10 and 11 "Item Count").
- 13e. Enter the total number of returned/uncollectible checks (line 12 "Item Count").

PART II

ITEM

2. Enter the National Data Corporation (NDC) ID number.
3. This information is obtained from Part I 13a, 13c, and 13d. It is important that the amount reported matches the funds available in the Treasury Limited Account.
4. This information is obtained from Part I, 13b and 13e.
5. Enter the difference between Report 01 and 02 (Part I, 13a-13b) and indicate whether it is positive or negative by circling the plus or minus sign.
6. Enter the verify code provided by NDC as confirmation of the call to NDC.

PART III

Check off the items enclosed in the CBS envelope prior to mailing to the Finance Office (FO). This will assist the Field Office in ensuring all required items are forwarded to the FO. Mail the packet to the FO in a CBS First Class Envelope. Stamp the outside of the envelope in the lower left hand corner with CB, state and county code, and date mailed.

PART IV

To be completed by the Finance Office.